

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Change in Administration

FROM:

Don I. Wortman
Deputy Director for Administration
7D 24 Hqs

EXTENSION

NO.

DDA 81-0044

STAT

DATE

9 January 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Deputy Director of
Personnel Policy,

Ben:

2.

Planning & Management
5E 58 HqsStan Turner has signed the
memo attached. I appreciate the
assistance you gave me. Best
wishes.

3.

4.

5.

Don I. Wortman

Att

6.

7.

8.

9.

10.

DDA:DIWortman:kmg (9 Jan 81)

11.

Distribution:

Orig RS - Adsc w/cy of atts

1 - DDA Subj w/cy of atts

12.

1 - DDA Chrono

1 - DIW Chrono

Atts: PRS dtd 31 Dec 80 to DCI fr DDA, same subj (DDA 80-2776)

13.

Memo dtd 8 Jan 81 to DDA fr DCI, same subj
Personnel Action

14.

15.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Change in Administration

FROM:	EXTENSION	NO.
Don I. Wortman Deputy Director for Administration 7D 24 Hqs		DDA 80-2776
		DATE 31 December 1980

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1. Director of Central Intelligence				Stan: Per my cable to you, the attached memo was prepared by [] in General Counsel. It has the concurrence of Dan Silver and [] For background purposes, I've enclosed a copy of my original appointment to CIA. Thank you. [] Don I. Wortman
2. 7D 5607 Hqs				
3. Deputy Director for Administration 7D 24 Hqs				
4.				
5.				Atts
6.				
7.				
8.				
9.				

DDA:DIWortman:kmg (31 Dec 80)

Distribution:

Orig RS - DCI w/atts
1 - DDCI w/atts
1 - ER w/atts
1 - OGC (Attr: [] w/atts)
1 - DDA Subj w/atts
1 - DDA Chrono (DO NOT CIRCULATE)
1 - DIW Chrono w/atts

MEMORANDUM FOR : Don I. Wortman
Deputy Director for Administration

FROM : Stansfield Turner
Director, Central Intelligence

SUBJECT : Change in Administration

1. As you are aware, your appointment to the position of Deputy Director for Administration was made for the duration of my term of service as Director of Central Intelligence. You are hereby notified that as a result of the change in administration I shall be leaving office on or about 20 January 1981 and that you should plan on your appointment being terminated no later than that time.

2. Your contribution to the effective management of this Agency has been an extremely valuable one. I greatly appreciate the period of service that you have been able to give the Agency and extend my warm personal regards.

JS/
Stansfield Turner

STAT

Approved For Release 2003/05/27 : CIA-RDP84B00890R000500050001-9

Next 1 Page(s) In Document Exempt

Approved For Release 2003/05/27 : CIA-RDP84B00890R000500050001-9

25X1 S E C R E T 241605Z DEC 80 STAFF

CITE DIRECTOR 836439.

FROM DON WORTMAN

I HAVE DECIDED TO RETIRE EFFECTIVE JANUARY 16. I WILL NEED YOU TO SIGN LETTER TO ME ADVISING ME THAT THE TENURE OF MY APPOINTMENT AT CIA WAS TO COINCIDE WITH YOUR TENURE AND THAT YOU WILL BE DEPARTING ON OR ABOUT JANUARY 20. MY APPOINTMENT DOCUMENT OF TWO YEARS AGO HAS WORDS TO THIS EFFECT. GENERAL COUNSEL WORKING WITH OPPPM WILL HAVE THIS LETTER FOR YOU UPON YOUR RETURN.

I PLAN TO ANNOUNCE THIS DECISION TO MY STAFF ON THE MORNING OF JANUARY 5.

I'VE ACCEPTED JOB WITH UNITED WAY OF AMERICA AND WILL BE WORKING OUT OF THEIR NATIONAL HEADQUARTERS IN ALEXANDRIA.

I'VE ENJOYED WORKING FOR YOU. IT HAS BEEN A BUSY, CHALLENGING TWO YEARS FOR ME. THE STAFF AT CIA IS SUPERB AND I'VE PROSPERED BY ASSOCIATION WITH THEM.

YOUR LEADERSHIP OF THE NATION'S INTELLIGENCE EFFORT WILL BE ASSESSED FAVORABLY ONCE THE POLITICAL STATIC WORKS ITS WAY OUT OF THE SYSTEM.

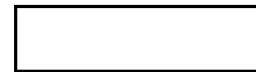
S E C R E T

[TEMPO 5611015 3642241Z ISP]

25X1

01/ /

CONFIDENTIAL



25X1

SPECIAL DESIGNEES

ACTION: DDA

INFO: FILE, RF, DCI, CS/RF,

80 5611015

PAGE 001

TOR: 292215Z DEC 80

25X1

25X1

C O N F I D E N T I A L 291915Z DEC 80 SPECIAL DESIGNEES

FROM DCI

FOR DON WORTMAN, DDA

1. THANKS FOR YOUR MESSAGE. SORRY TO HEAR YOU'LL BE LEAVING BUT UNDERSTAND. I DO THANK YOU FOR YOUR SUPERB AND LOYAL SUPPORT OVER THESE PAST TWO YEARS AND FOR THE FUN OF WORKING TOGETHER.

2. HAPPY NEW YEAR. STAN-
RVW 29DEC00

END OF MESSAGE

CONFIDENTIAL

25X1

FROM DON WORTMAN

I HAVE DECIDED TO RETIRE EFFECTIVE JANUARY 16. I WILL NEED YOU TO SIGN LETTER TO ME ADVISING ME THAT THE TENURE OF MY APPOINTMENT AT CIA WAS TO COINCIDE WITH YOUR TENURE AND THAT YOU WILL BE DEPARTING ON OR ABOUT JANUARY 20. MY APPOINTMENT DOCUMENT OF TWO YEARS AGO HAS WORDS TO THIS EFFECT. GENERAL COUNSEL WORKING WITH OPPPM WILL HAVE THIS LETTER FOR YOU UPON YOUR RETURN.

I PLAN TO ANNOUNCE THIS DECISION TO MY STAFF ON THE MORNING OF JANUARY 5.

I'VE ACCEPTED JOB WITH UNITED WAY OF AMERICA AND WILL BE WORKING OUT OF THEIR NATIONAL HEADQUARTERS IN ALEXANDRIA.

I'VE ENJOYED WORKING FOR YOU. IT HAS BEEN A BUSY, CHALLENGING TWO YEARS FOR ME. THE STAFF AT CIA IS SUPERB AND I'VE PROSPERED BY ASSOCIATION WITH THEM.

YOUR LEADERSHIP OF THE NATION'S INTELLIGENCE EFFORT WILL BE ASSESSED FAVORABLY ONCE THE POLITICAL STATIC WORKS ITS WAY OUT OF THE SYSTEM.

END OF MESSAGE